

MAIL APPLICATION AND FEE TO:  
 Department of Labor and Industries  
 Electrical Licensing & Certification  
 PO Box 44460  
 Olympia, WA 98504-4460  
 www.Lni.wa.gov



# APPLICATION/RENEWAL FOR AN ELECTRICAL TRAINING CERTIFICATE

Original (first time) application fee is: \$37.10

Renewal or update fee is: \$44.90

Name (Last name, first name, middle initial)			Birth Date
Mailing Address			Social Security Number
City	State	Zip Code	Daytime Phone (Include area code)

**To avoid delays in the processing of your application, please ensure that you have included or considered all of the items on the list provided below:** (first two items are required for processing)

- Date and sign the **Applicant's Signature** block below.
- Include the appropriate fee with the application. The fee for a first initial application is \$37.10 and the fee for a renewal or update is \$44.90. Make checks payable to: **Department of Labor and Industries**.
- **Affidavits of Experience:** To be accepted, all Washington State experience must have been legally obtained under the requirements of RCW 19.28. Affidavits of Experience must be signed by; an authorized Electrical Contractor's Representative or your Training Director if you are enrolled in an apprenticeship program. **Both** the applicant (trainee) and the authorized representative must sign the affidavit in front of a notary public.
- Out-of-state verification must state the total number of hours worked in each category and the time frame employed. See [WAC 296-46B-945](#) (5-8).  
 For states that do not have an electrical licensing program you must submit a **copy of the electrical contractor license, payroll documentation** and notarized **letter of experience**.  
 For states with an electrical licensing program you must submit **certified documentation of training** experience from the state on their letterhead.
- No self-verification of electrical training experience is permitted or accepted.
- Washington hours will **not** be credited if you did not have a current Electrical Training Certificate.
- Military hours worked or training received may be credited and will be evaluated on a case-by-case basis. You will need to submit documentation to verify your experience, such as discharge papers, content outlines for training, etc. Contact the department at 360-902-5269 for additional information.

This form can also be used for an unsupervised (work alone) card. The fee is \$22.40.

Please see [RCW 19.28.161](#) (4)(b) and [WAC 296-46B-965](#) (8) for more information.

Write your electrical training certificate # here if you are applying for this card: \_\_\_\_\_

<b>I declare under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct:</b>			
Date	Applicant's Signature		

Renewal	New	A/C	Update hours	Lapse from	To	Cross-reference with previous certificate
Effective Date mo   day   year		Expiration Date mo   day   year			Initials	Current certificate number

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE TUMWATER OFFICE AT (360) 902-5269.**



# AFFIDAVIT OF EXPERIENCE

(Time frame cannot exceed 24 months per affidavit)  
Update fee of \$44.90 required if not submitted with renewal

I, \_\_\_\_\_ affirm and certify that  
*PRINT name of Authorized Electrical Contractor's Representative or approved Training Director*

\_\_\_\_\_ has worked for  
*PRINT name of trainee* *Training Certificate or Social Security No.*

\_\_\_\_\_ in the electrical construction trade  
*PRINT name of company or training program* *UBI or license number*

from \_\_\_\_\_ to \_\_\_\_\_ with ☐ 75% or ☐ 100%  
*Month Day Year Month Day Year* *Check the appropriate level of supervision*

direct supervision under a CERTIFIED journeyman or specialty electrician in the category indicated below for the number of hours shown.

- There can be no errors, whiteouts, alterations or additions on the form and you must submit the original affidavit.
- If the electrical trainee certificate or the electrical contractor license was not active, the department cannot credit hours worked during that time frame and they should not be reported on the affidavit. Use multiple affidavits to separate time frames where a lapse occurred.
- See [WAC 296-46B-920](#) for details on scope-of-work in the electrical specialties. All training hours must be separated and submitted in the proper category. Time frame cannot exceed 24 months per affidavit.
- Work in the (01) category requires supervision by a (01) journeyman electrician in a one-to-one ratio (1 electrician to 1 trainee).
- All specialties require supervision by a certified journeyman electrician or a certified specialty electrician in the appropriate specialty in a two-to-one ratio (2 trainees to 1 electrician).
- If the experience is from out of state you must provide verification that they are from a valid company (i.e. copy of companies license), please see [WAC 296-46B-945](#) (5-8).
- Electrical training hours gained in specialties requiring less than 2 years (4,000 hours) for certification may not be credited towards qualification for the journeyman electrician examination. Please see WAC 296-46B-945 Table 945-1 for more information.

Hours	Category	Hours	Category
_____	(01) (General) Commercial/New Industrial	_____	(07) Nonresidential Maintenance
_____	(02) Residential	_____	(07A) Nonresidential Lighting Maintenance
_____	(03) Pump and Irrigation	_____	(07B) Residential Maintenance
_____	(03A) Domestic Well	_____	(07C) Restricted Nonresidential Maintenance
_____	(04) Signs	_____	(07D) Appliance Repair
_____	(06) Limited Energy System	_____	(07E) Equipment Repair
_____	(06A) HVAC/refrigeration Limited Energy	_____	(10) Door, Gate, and Similar Systems
_____	(06B) HVAC/refrigeration - Restricted		

I hereby certify that the statements on this affidavit are true and accurate to the best of my knowledge.  
(See chapter 19.28 RCW and chapter 296-46B WAC for penalties for false statements or material misrepresentations.)

Date	Signature of Authorized Electrical Contractor's Representative or approved Training Director
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**SIGNATURE MUST BE NOTARIZED**

NOTARY  
SEAL

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE	MY COMMISSION EXPIRES ON
NOTARY PUBLIC IN AND FOR THE STATE OF	RESIDING AT

NOTARY SIGNATURE

I hereby certify that the statements on this affidavit are true and accurate to the best of my knowledge and request that these hours be credited to my electrical training file. I acknowledge that the department may deny this affidavit and subtract up to 2000 hours from my total training hours, if I make a false statement or misrepresentation of my hours on this affidavit.

Date	Signature of Applicant
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**SIGNATURE MUST BE NOTARIZED**

NOTARY  
SEAL

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE	MY COMMISSION EXPIRES ON
NOTARY PUBLIC IN AND FOR THE STATE OF	RESIDING AT

NOTARY SIGNATURE

Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reason Code	Lapse	From	To	A/C	Initials	Date
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